

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY AND SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Temporary Administrative and Professional Staffing Services (TAPS)**

FSC Group 736, Contract Number – GS-02F-014DA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period – 01/12/2016 thru 01/12/2021

**Contractor: Compass International Resources, Inc.**

8727 Aragon Lane | Knoxville, TN 37923

P.O. Box 31796 | Knoxville, TN 37930

Telephone: 888-376-1082 | Fax: 888-376-1082

<http://compassir.com/>

Economically Disadvantaged Woman Owned Small Business (EDWOSB)

**INFORMATION FOR ORDERING ACTIVITIES:**

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| <ol style="list-style-type: none"><li>1. Awarded Special Item Number: 736-5, 736-4, 736-3, 736-2, 736-1</li><li>2. Maximum Order: \$100,000 USD (as a negotiation breakpoint, sales unlimited)</li><li>3. Minimum Order: \$100 USD</li><li>4. Geographic Coverage: 50 States and the District of Colombia</li><li>5. Points of Production: Various</li><li>6. Prices herein are net</li><li>7. Quantity Discounts: see Maximum Order</li><li>8. Prompt Payment Terms: Net 30</li><li>9. Government purchase cards are accepted below and above the micro-purchase threshold.</li><li>10. Foreign Item: N/A</li><li>11. Delivery Time: Task Order Level</li><li>12. FOB Points: Task Order Level</li><li>13. Ordering Address:<br/>Compass International Resources Inc.<br/>P.O. Box 31796<br/>Knoxville, TN 37930</li></ol> | <ol style="list-style-type: none"><li>14. Payment Address:<br/>Compass International Resources Inc.<br/>P.O. Box 31796<br/>Knoxville, TN 37930</li><li>15-16. N/A</li><li>17. Terms and conditions of Gov't Credit Cards:<br/>Accept any above micro-purchase threshold.</li><li>18-19. N/A.</li><li>20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A</li><li>20a. Terms and conditions for any other services (if applicable). N/A</li><li>21-24. N/A</li><li>25. DUNS #: 961911356</li><li>26. Central Contractor Registration:<br/>CAGE/NCAGE Code: <b>5YFX3</b></li></ol> |
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## **ABOUT COMPASS**

Compass International Resources, Inc. is an Economically Disadvantaged Woman Owned Small Business (EDWOSB) providing workforce services nationwide. Our services include Temporary Administrative, Professional, and Technical Staffing, Direct Hire Recruiting, and Human Resources Consulting for government agencies, prime contractors, and commercial customers.

Our Benefits for Government Customers:

- Experience – Leadership with over 15 years federal contracting experience staffing for dozens of government agencies and entities nationwide.
- Flexibility – Hundreds of labor categories supported, nationwide coverage, credit card acceptance.
- Cost Effective – Our rates are competitive and negotiable at certain price points and geographic locations

## **OUR SPECIAL ITEM NUMBERS (SINs) OFFERED**

- 736-1 Administrative Support and Clerical Occupations
- 736-2 Automatic Data Processing Occupations
- 736-3 General Services and Support
- 736-4 Information and Arts Occupations including Miscellaneous Occupations
- 736-5 Technical and Professional Occupations

## **CONTACT INFORMATION FOR CONTRACT ADMINISTRATION**

Alan Hitchcock, Vice President  
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## **RATES**

In accordance with GSA guidelines to use a single Service Contract Act (SCA) Wage Determination geographic location to support the labor rate cost structure for SINs 736-1 through 736-5, our rates are based on SCA Wage Determination Number 2005-2059, Wage Revision Number 17, dated 07/08/2015. All labor category hourly prices provided are for all locations as 'not to exceed' (NTE) prices. Discounts for all skill categories depend upon geographic location and/or order size.

## **LABOR CATEGORY DESCRIPTIONS**

Descriptions of all labor categories offered are provided after the pricing tables. Descriptions include skills, education, training, and experience levels required for each labor category.

**PRICING (50 U.S. States and District of Columbia)**

CODE	OCCUPATION TITLE	TOTAL GSA PRICE (NTE)
<b>SIN 736-1 ADMINSTRATIVE SUPPORT AND CLERICAL OCCUPATIONS</b>		
<b>01000</b>	<b>Administrative Support And Clerical Occupations</b>	
01011	Accounting Clerk I	\$30.40
01012	Accounting Clerk II	\$33.57
01013	Accounting Clerk II	\$36.99
01020	Administrative Assistant	\$49.03
01040	Court Reporter	\$44.80
01051	Data Entry Operator I	\$26.75
01052	Data Entry Operator II	\$28.76
01060	Dispatcher, Motor Vehicle	\$46.53
01070	Document Preparation Clerk	\$26.94
01090	Duplicating Machine Operator	\$26.94
01111	General Clerk I	\$27.45
01112	General Clerk II	\$29.53
01113	General Clerk III	\$32.82
01120	Housing Referral Assistant	\$46.10
01141	Messenger Courier	\$25.05
01191	Order Clerk I	\$29.05
01192	Order Clerk II	\$31.35
01261	Personnel Assistant I	\$33.11
01262	Personnel Assistant II	\$36.53
01263	Personnel Assistant III	\$40.14
01270	Production Control Clerk	\$44.97
01280	Receptionist	\$29.38
01290	Rental Clerk	\$32.58
01300	Scheduler, Maintenance	\$37.85
01311	Secretary I	\$37.88
01312	Secretary II	\$41.82
01313	Secretary III	\$46.10
01320	Service Order Dispatcher	\$45.86
01410	Supply Technician	\$49.03
01420	Survey Worker	\$37.31
01531	Travel Clerk I	\$26.79
01532	Travel Clerk II	\$29.57
01533	Travel Clerk III	\$32.72
01611	Word Processor I	\$34.50
01612	Word Processor II	\$38.17
01613	Word Processor III	\$42.15

SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS		
<b>14000</b>	<b>Information Technology Occupations</b>	
14041	Computer Operator I	\$33.11
14042	Computer Operator II	\$36.53
14043	Computer Operator III	\$40.14
14044	Computer Operator IV	\$44.08
14045	Computer Operator V	\$48.34
14071	Computer Programmer I	\$44.35
14072	Computer Programmer II	\$52.29
14073	Computer Programmer III	\$64.22
14074	Computer Programmer IV	\$79.13
14101	Computer Systems Analyst I	\$44.35
14102	Computer Systems Analyst II	\$59.73
14103	Computer Systems Analyst III	\$73.49
14150	Peripheral Equipment Operator	\$33.11
14160	Personal Computer Support Technician	\$44.08
SIN 736-3 GENERAL SERVICES AND SUPPORT		
<b>07000</b>	<b>Food Preparation and Service Occupations</b>	
07010	Baker	\$30.86
07041	Cook I	\$28.26
07042	Cook II	\$33.48
07070	Dishwasher	\$22.54
07130	Food Service Worker	\$22.54
07210	Meat Cutter	\$30.86
07260	Waiter/Waitress	\$24.05
<b>11000</b>	<b>General Services and Support Occupations</b>	
11030	Cleaner, Vehicles	\$23.28
11060	Elevator Operator	\$24.91
11090	Gardner	\$38.83
11122	Housekeeping Aide	\$26.05
11150	Janitor	\$26.05
11210	Laborer, Grounds Maintenance	\$30.94
11240	Maid or Houseman	\$23.04
11260	Pruner	\$29.35
11270	Tractor Operator	\$35.67
11330	Trail Maintenance Worker	\$30.94
11360	Window Cleaner	\$27.74
<b>12000</b>	<b>Health Occupations</b>	
12160	Medical Record Clerk	\$34.83
12190	Medical Record Technician	\$38.40
12195	Medical Transcriptionist	\$34.19
12250	Pharmacy Technician	\$35.83

12317	Scheduler (Drug and Alcohol)	\$53.56
<b>16000</b>	<b>Laundry, Dry-Cleaning, Pressing and Related Occupations</b>	
16030	Counter Attendant	\$20.03
16040	Dry Cleaner	\$25.59
16250	Washer, Machine	\$21.90
<b>19000</b>	<b>Machine Tool Operation and Repair Occupations</b>	
19010	Machine-Tool Operator	\$37.48
19040	Tool and Die Maker	\$43.38
<b>21000</b>	<b>Materials Handling and Packing Occupations</b>	
21020	Forklift Operator	\$32.76
21030	Material Coordinator	\$44.97
21040	Material Expediter	\$44.97
21050	Material Handling Laborer	\$28.63
21071	Order Filler	\$27.07
21080	Production Line Worker	\$32.76
21110	Shipping Packer	\$30.22
21130	Shipping/Receiving Clerk	\$30.22
21140	Store Worker I	\$25.54
21150	Stock Clerk	\$33.41
21210	Tools and Parts Attendant	\$32.76
21410	Warehouse Specialist	\$32.76
<b>23000</b>	<b>Mechanics and Maintenance and Repair Occupations</b>	
23010	Aerospace Structural Welder	\$48.51
23021	Aircraft Mechanic I	\$46.37
23022	Aircraft Mechanic II	\$48.51
23023	Aircraft Mechanic III	\$50.37
23040	Aircraft Mechanic Helper	\$35.12
23050	Aircraft, Painter	\$41.71
23060	Aircraft Servicer	\$39.94
23080	Aircraft Worker	\$42.10
23110	Appliance Mechanic	\$37.49
23130	Carpenter, Maintenance	\$42.14
23160	Electrician, Maintenance	\$58.16
23181	Electronics Technician, Maintenance I	\$48.55
23182	Electronics Technician, Maintenance II	\$51.04
23183	Electronics Technician, Maintenance III	\$53.56
23290	Fire Alarm System Mechanic	\$43.12
23311	Fuel Distribution System Mechanic	\$47.99
23312	Fuel Distribution System Operator	\$38.77
23370	General Maintenance Worker	\$36.99
23410	Heating, Ventilation, Air Conditioning Mechanic	\$47.45
23430	Heavy Equipment Mechanic	\$48.71

23440	Heavy Equipment Operator	\$52.37
23460	Instrument Mechanic	\$50.71
23470	Laborer	\$27.64
23510	Locksmith	\$36.01
23530	Machinery Maintenance Mechanic	\$46.08
23550	Machinist, Maintenance	\$43.87
23580	Maintenance Trades Helper	\$29.07
23591	Meteorology Technician I	\$50.71
23592	Meteorology Technician II	\$53.07
23593	Meteorology Technician III	\$55.13
23640	Millwright	\$51.20
23710	Office Appliance Repairer	\$37.82
23760	Painter, Maintenance	\$40.95
23790	Pipefitter, Maintenance	\$50.15
23810	Plumber, Maintenance	\$49.66
23820	Pneudraulic Systems Mechanic	\$47.03
23850	Rigger	\$44.66
23870	Scale Mechanic	\$42.69
23890	Sheet-Metal Worker, Maintenance	\$49.35
23931	Telecommunications Mechanic I	\$45.07
23932	Telecommunications Mechanic II	\$47.15
23960	Welder, Combination, Maintenance	\$38.00
23965	Well Driller	\$46.56
23970	Woodcraft Worker	\$47.03
23980	Woodworker	\$36.43
<b>24000</b>	<b>Personal Needs Occupations</b>	
24570	Child Care Attendant	\$24.15
24580	Child Care Center Clerk	\$29.45
24610	Chore Aide	\$21.08
24620	Family Readiness and Support Coordinator	\$31.99
24630	Homemaker	\$29.27
<b>25000</b>	<b>Plant and System Operations Occupations</b>	
25010	Boiler Tender	\$59.54
25040	Sewage Plant Operator	\$51.79
25070	Stationary Engineer	\$59.54
25190	Ventilation Equipment Tender	\$44.76
25210	Water Treatment Plant Operator	\$51.79
<b>28000</b>	<b>Recreation Occupations</b>	
28310	Lifeguard	\$24.51
28350	Park Attendant (Aide)	\$33.67
		\$34.86
28515	Recreational Specialist	

<b>29000</b>	<b>Stevedoring/Longshoremen Occupations</b>	
29041	Stevedore I	\$44.07
29042	Stevedore II	\$48.86
<b>99000</b>	<b>Miscellaneous Occupations</b>	
99030	Cashier	\$23.79
99050	Desk Clerk	\$24.29
99251	Laboratory Animal Caretaker I	\$26.59
99252	Laboratory Animal Caretaker II	\$28.40
99410	Pest Controller	\$30.95
99730	Refuse Collector	\$37.21
99810	Sales Clerk	\$26.94
99831	Surveying Aide	\$38.44
99832	Surveying Technician	\$44.53
<b>SIN 736-4 INFORMATION AND ARTS OCCUPATIONS</b>		
<b>13000</b>	<b>Information and Arts Occupations</b>	
13011	Exhibits Specialist I	\$41.55
13012	Exhibits Specialist II	\$50.37
13013	Exhibits Specialist III	\$60.52
13041	Illustrator I	\$39.25
13052	Illustrator II	\$47.50
13043	Illustrator III	\$57.10
13047	Librarian	\$55.89
13050	Library Aide/Clerk	\$34.55
13054	Librarian, IT Systems Administrator	\$49.30
13058	Library Technician	\$42.08
13061	Media Specialist I	\$36.88
13062	Media Specialist III	\$40.70
13063	Media Specialist III	\$44.84
13071	Photographer I	\$33.96
13072	Photographer II	\$37.44
13073	Photographer III	\$45.23
13074	Photographer IV	\$54.34
13075	Photographer V	\$64.76
13110	Video Conference Technician	\$38.14
<b>15000</b>	<b>Instructional Occupations</b>	
15050	Computer-Based Training Instructor	\$57.80
15060	Educational Technologist	\$50.70
15080	Graphic Artist	\$50.32
15090	Technical Instructor	\$45.56
15095	Technical Instructor/Course Developer	\$54.71
15120	Tutor	\$37.67

15110	Test Proctor	\$37.67
<b>SIN 736-5 PROFESSIONAL AND TECHNICAL OCCUPATIONS</b>		
<b>CODE</b>	<b>OCCUPATION TITLE</b>	<b>TOTAL GSA PRICE (NTE)</b>
<b>30000</b>	<b>Technical Occupations</b>	
30021	Archeological Technician I	\$38.39
30022	Archeological Technician II	\$44.61
30023	Archeological Technician III	\$54.16
30030	Cartographic Technician	\$54.16
30040	Civil Engineering Technician	\$50.18
30061	Drafter/CAD Operator I	\$40.39
30062	Drafter/CAD Operator II	\$44.61
30063	Drafter/CAD Operator III	\$49.20
30064	Drafter/CAD Operator IV	\$59.50
30081	Engineering Technician I	\$31.81
30082	Engineering Technician II	\$35.15
30083	Engineering Technician III	\$38.76
30084	Engineering Technician IV	\$46.91
30085	Engineering Technician V	\$56.38
30086	Engineering Technician VI	\$67.21
30090	Environmental Technician	\$44.20
30210	Laboratory Technician	\$38.31
30240	Mathematical Technician	\$56.25
30361	Paralegal/Legal Assistant I	\$38.46
30362	Paralegal/Legal Assistant II	\$46.53
30363	Paralegal/Legal Assistant III	\$55.90
30364	Paralegal/Legal Assistant IV	\$66.63
30390	Photo-Optics Technician	\$56.25
30461	Technical Writer I	\$42.07
30462	Technical Writer II	\$50.25
30463	Technical Writer III	\$59.73
	<b>Professional Occupations</b>	
Professional	Accountant I	\$41.80
Professional	Accountant II	\$61.44
Professional	Accountant III	\$90.32
Professional	Analyst I	\$50.62
Professional	Analyst II	\$74.42
Professional	Analyst III	\$109.39
Professional	Auditor I	\$41.80
Professional	Auditor II	\$61.44
Professional	Auditor III	\$90.32
Professional	Contract Administrator	\$53.33



Professional	Contract Administrator, Senior	\$78.40
Professional	Contract Specialist	\$53.33
Professional	Consultant, Management I	\$146.05
Professional	Consultant, Management II	\$162.28
Professional	Consultant, Management III	\$180.31
Professional	Consultant, Management IV	\$200.34
Professional	Engineer I	\$58.96
Professional	Engineer II	\$86.66
Professional	Engineer III	\$127.40
Professional	Human Resources Specialist	\$39.09
Professional	Human Resources Manager	\$65.59
Professional	Human Resources Advisor	\$82.09
Professional	Information Technology (IT) Engineer I	\$66.38
Professional	Information Technology (IT) Engineer II	\$97.58
Professional	Information Technology (IT) Engineer III	\$143.45
Professional	Program Manager I	\$53.33
Professional	Program Manager II	\$78.40
Professional	Program Manager III	\$115.24
Professional	Quality Assurance Specialist I	\$58.67
Professional	Quality Assurance Specialist III	\$86.24
Professional	Quality Assurance Specialist III	\$126.78
Professional	Scientist I	\$76.13
Professional	Scientist III	\$111.90
Professional	Scientist III	\$164.50

## **LABOR CATEGORY DESCRIPTIONS**

### **SIN 736-1 ADMINISTRATIVE AND CLERICAL OCCUPATIONS**

#### **ACCOUNTING CLERK I**

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

#### **ACCOUNTING CLERK II**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

#### **ACCOUNTING CLERK III**

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

#### **ADMINISTRATIVE ASSISTANT**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

#### **COURT REPORTER**

Records examination, testimony, judicial opinions, judge's charge to jury, judgment, or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Transcribes recorded material, using typewriter, or dictates material into recording machine. High school/vocational school diploma and training program certificate, 1-5 years' experience.

#### **DATA ENTRY OPERATOR I**

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and

require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

#### DATA ENTRY OPERATOR II

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

#### DISPATCHER, MOTOR VEHICLE

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements, and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. Confers with customers to expedite or locate missing, misrouted, delayed, or damaged merchandise. Maintains record of mileage, fuel used, repairs made, and other expenses. Establishes service or delivery routes. Supervises loading and unloading. Issues equipment to drivers, such as hand trucks, dollies, and blankets. Directs activities of drivers, using two-way radio. Assigns helpers to drivers. Works at vehicle distribution center and assign vehicles to customer agencies. High school/vocational school diploma or GED certificate, 1-4 years' experience.

#### DOCUMENT PREPARATION CLERK (Document Preparer)

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule. High school/vocational school diploma or GED certificate, 2-4 years' experience.

#### DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction worker)

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles, and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated. High school/vocational school diploma or GED certificate, 0-2 years' experience.

#### GENERAL CLERK I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

#### GENERAL CLERK II

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

#### GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

#### HOUSING REFERRAL ASSISTANT

Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers, and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments, and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g., medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, e.g., schools, churches, transportation, hospitals, motels, and job information centers. Searches files, places telephone calls, and makes referrals. Furnishes information to inquirers interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations, and letters of inquiry. High school/vocational school diploma or GED certificate, 1-4 years' experience.

#### MESSENGER COURIER

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

#### ORDER CLERK I

Handles orders involving items which have readily identified uses and applications. Refers to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item. High school/vocational school diploma or GED certificate, 0-2 years' experience.

#### ORDER CLERK II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. High school/vocational school diploma or GED certificate, 2-4 years' experience.

#### PERSONNEL ASSISTANT I

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

#### PERSONNEL ASSISTANT II

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

#### PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

#### PRODUCTION CONTROL CLERK

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing a variety of tasks. Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, and amount of scrap, frequency of defects, and worker and department production rates using adding machine or calculator. Writes production reports based on data compiled, tabulated, and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides for the assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. Compute wages from

employee time cards and post wage data on records used for preparation of payroll. High school/vocational diploma or GED certificate, 1 year experience.

#### RECEPTIONIST

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

#### RENTAL CLERK

Performs clerical duties associated with rental and management of public housing projects. Answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. Receives security deposits and prepares tenant receipts. Prepares bank deposits, maintains tenant files and follows up on income recertification. High school/vocational diploma or GED certificate, 0-2 years' experience.

#### SCHEDULER, MAINTENANCE

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains files for requests for services. High school/vocational diploma or GED certificate, 0-1 year experience.

#### SECRETARY\* (Occupational Base)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

#### Classification by Level

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

#### Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g.,

division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

#### Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the

supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;

b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;

c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;

d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;

e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;

b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;

c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;

d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.



## CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3
LS-1	I 01311 II 01312 III 01313		
LS-2	I 01311 III 01313	See Note	
LS-3	I 01311 See Note	See Note	

NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed to.

### SERVICE ORDER DISPATCHER

Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment, or utility company. Records information such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. Dispatches orders and relays messages or special instructions to mobile crews and other departments using radio telephone equipment. High school/vocational diploma or GED certificate, 1-2 years' experience.

### SUPPLY TECHNICIAN

Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations, or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. Requires consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines, (b) an understanding of the needs of the organization serviced and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines. High school/vocational school diploma or GED certificate, 1-4 years' experience.

### SURVEY WORKER (Interviewer)

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys

### TRAVEL CLERK I

Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Travel is almost always recurrent by the same modes, carriers, routes, and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination. High School/Vocational School diploma, 1 year experience.

#### TRAVEL CLERK II

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. Travel usually involves the use of two or more modes of transportation. Information on carriers, modes, and facilities is readily available. Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. The majority of assignments are performed without technical assistance, but unusually difficult travel situations are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

#### TRAVEL CLERK III

Performs actions independently, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. Viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities. At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

#### WORD PROCESSOR I

Produces a variety of standard documents, such as correspondence, form letters, reports, tables, and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures. High School/Vocational School diploma or GED Certificate.

#### WORD PROCESSOR II

Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform typical duties. Edits and reformats written or electronic drafts. Corrects function codes; adjusts spacing and formatting; standardizes headings, margins, and indentations. Transcribes scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Knowledge of specialized, technical, or scientific terminology. Familiar with office terminology and practices. Corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. Leads lower level word processors. High School/Vocational School diploma or GED Certificate, 1 year experience.

#### WORD PROCESSOR III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents.

Processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems. High School/Vocational School diploma or GED Certificate, 2 years' experience.

#### SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS

##### COMPUTER OPERATOR I

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. Resolves common operating problems as instructed. Serves as an assistant operator working under close supervision or performing a portion of a more senior operator's work. Associates Degree, 0-3 years' experience. High School/Vocational School diploma or GED Certificate.

##### COMPUTER OPERATOR II

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. Serves as an assistant operator, working under general supervision. Associate's degree, 2-5 years' experience. High School/Vocational School diploma or GED Certificate, 3 years' experience.

##### COMPUTER OPERATOR III

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines. In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures to supervisor. Associate's degree, 5 years of experience. High School/Vocational School diploma or GED Certificate, 4 years' experience.

##### COMPUTER OPERATOR IV

Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution. Completed work is submitted to users without supervisory review. High School/Vocational School diploma or GED Certificate, 5 years' experience.

##### COMPUTER OPERATOR V

Resolves a variety of difficult operating problems such as making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements. In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Spends considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems. High School/Vocational School diploma or GED Certificate, 5 years' experience.

##### COMPUTER PROGRAMMER I

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. Performs routine programming assignments (as described in Level II) under close supervision. In addition, to assist higher-level staff, performs elementary fact-finding concerning a

specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher-level staff. Trained in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion. Technical School diploma.

#### COMPUTER PROGRAMMER II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. Writes routine new programs using prescribed specifications, confers with EDP personnel to clarify procedures, processing logic, etc. Evaluates simple interrelationships in the immediate programming area, confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, implements the change upon approval of the supervisor or higher level staff. Programmer is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired, and the inputs, outputs, and record formats. Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is reviewed upon completion for accuracy and compliance with standards. Technical School diploma, 3 years' experience.

#### COMPUTER PROGRAMMER III

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as: a record keeping operation, a well-defined statistical or scientific problem, or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear-cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. Programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data. Carries out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Analyzes present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. Assists in the review and analysis of detailed program specifications and in program design to meet changes in work processes. Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. Guides or instructs lower level programmers; supervises technicians and others

who assist in specific assignments. Works on complex programs under close direction of higher-level staff or supervisor. Associates degree in a technical field and 5 years' experience.

#### COMPUTER PROGRAMMER IV

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. Develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts. In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project. Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. Functions as team leader or supervise a few lower level programmers or technicians on assigned work. Bachelor's degree in a technical field, 7 years' experience.

#### COMPUTER SYSTEMS ANALYST (Occupational Base)

The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs.

Positions are classified into levels based on the following definitions:

#### COMPUTER SYSTEMS ANALYST I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of

pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

#### COMPUTER SYSTEMS ANALYST II

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area.

Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. Conducts special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. Provides functional direction to lower level assistants on assigned work. 5 years professional experience in computer systems analysis

#### COMPUTER SYSTEMS ANALYST III

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. Serves as lead analyst in a design subgroup, directing and integrating the work of

one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems. Bachelor's Degree in a technical field, 7 years' experience.

#### PERIPHERAL EQUIPMENT OPERATOR

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment. Loads printers and plotters with correct paper. Adjusts controls for forms, thickness, tension, printing density, and location. Unloads hard copy. Labels tape reels, disks or card decks. Checks labels; mounts and dismounts designated tape reels or disks on specified units or drives. Sets controls which regulate operation of the equipment. Observes panel lights for warnings and error indications and takes appropriate action. Examines tapes, cards, or other material for creases, tears, or other defects which could cause processing problems. Excludes workers (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.

#### PERSONAL COMPUTER SUPPORT TECHNICIAN

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

#### SIN 736-3 GENERAL SERVICES AND SUPPORT

#### FOOD PREPARATION AND SERVICE OCCUPATIONS

##### BAKER

Job Description: The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls, cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.

##### COOK I

Job Description: The Cook I independently performs moderately difficult tasks in Preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.

##### COOK II

Job Description: The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.

##### DISHWASHER

Job Description: The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.

#### FOOD SERVICE WORKER (Cafeteria Worker)

The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods. Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.

#### MEAT CUTTER

Job Description: Utilizing standardized meat cutting methods, the Meat Cutter breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc., cleans and cuts fish into fillets and steaks, draws dresses and cuts poultry. Must know methods for handling and storing meats (including fish and fowl).

#### WAITER/WAITRESS

Job Description: The Waiter/Waitress serves food and beverages to patrons at counters and tables in coffee shops, lunchrooms, and other dining establishments. This worker presents menus to customers, answers questions, and makes suggestions regarding food and service. Duties include: memorizing or writing order on check, relaying order to kitchen and serving course from kitchen and service bars. The Waiter/Waitress observes guests to fulfill any additional requests and to perceive when meal has been completed, totals bill and accepts payment or refers patron to Cashier. The Waiter/Waitress may ladle soup, toss salads, portion pies and desserts, brew coffee, perform other services as determined by establishment's size and practices, and may clear and reset counters or tables at conclusion of each course or meal.

#### GENERAL SERVICES AND SUPPORT OCCUPATIONS

##### CLEANER, VEHICLES

The Cleaner, Vehicles cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.

##### ELEVATOR OPERATOR

The Elevator Operator operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant, pushes buttons or moves levers on signal or instructions from passengers or others to control movement of



elevator, opens and closes safety gate and elevator door at each floor where stop is made, may supply information to passengers concerning location of offices, merchandise, and individuals, distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building; may load or unload freight or assist other employees to do so, transport freight from elevator to designated area, using hand truck, and may sweep or vacuum elevator.

#### GARDNER

Job Description: The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

#### HOUSEKEEPING AIDE

Job Description: The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning

emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.

#### JANITOR

Job Description: Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

#### LABORER, GROUNDS MAINTENANCE

Job Description: Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

#### MAID OR HOUSEMAN

Job Description: The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.

#### PRUNER

The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for selection of best trees, and cuts or severs all live or dead limbs of selected trees to a specified height.

#### TRACTOR OPERATOR

Job Description: The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

#### TRAIL MAINTENANCE WORKER

The Trail Maintenance Worker removes fallen and leaning dead trees, encroaching limbs and brush, minor repair of tread, tread drainage and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock and debris from trail ways.

#### WINDOW CLEANER

The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

#### HEALTH OCCUPATIONS

##### MEDICAL RECORD CLERK

Job Description: The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. MRC reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physician's signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births and types of treatment rendered.

##### MEDICAL RECORDS TECHNICIAN

Job Description: The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes

diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

#### MEDICAL TRANSCRIPTIONIST

The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.

#### PHARMACY TECHNICIAN

Duties for Pharmacy Technician include the following: prepare and dispense medications, maintain related records for patients in hospital or clinic under supervision of pharmacist; prepare, package, label and distribute medication doses prescribed by physician. This technician maintains patient medication profile records, utilizing compute, and maintains inventories of drugs and supplies; performing such duties as placing drug and supply orders with vendors, stocking shelves, rotating stock and checking expiration date of pharmaceuticals.

#### SCHEDULER (DRUG AND ALCOHOL)

Drug and Alcohol Testing Schedulers are responsible for a variety of functions related to the planning, scheduling, and modification of plans and schedules for workplace alcohol or drug testing as well as reporting of alcohol or drug tests. These functions are carried out as a centralized operation coordinating the client's request for a certain number and type of test to be accomplished at specific dates, times and places on a national scale. These tests could be accomplished anywhere in the USA, Puerto Rico, and American Trust Territories, for any of the type of alcohol or drug tests required, i.e., random, pre-employment, post-accident, reasonable suspicion, return-to-duty, or follow-up. Requests for testing will occur well in advance for random and follow-up testing and will typically involve a large volume of tests. The Scheduler must determine the appropriate offices, Breath Alcohol Technician (BAT), and/or subcontractor performing the tests according to location or other factors. The request must be communicated to the responsible offices with the dates/times, etc. confirmed with the client. Any subsequent changes must be coordinated with all parties. If travel costs involving air travel, hotel, rental car, or mileage over 100 miles, this must be pre-approved by the client. The Scheduler is expected to choose the most cost-effective approach to completing the test requirements.

#### LAUNDRY, DRY CLEANING, AND RELATED OCCUPATIONS

##### COUNTER ATTENDANT

The Counter Attendant (Service Establishment Attendant) performs the following job tasks: receiving clothing articles, examining articles to determine nature of repair and advising customer of repairs, quoting prices and preparing work tickets, sending articles to appropriate departments, returning finished articles to customers and collecting amount due. This Attendant may keep records of cash receipts and articles received and delivered and may sell articles such as cleaner, polish, shoelaces, and accessories.

##### DRY CLEANER

Job Description: Work involves most of the following: knowledge of cleaning processes, fabrics, and colors, placement of sorted articles in drum of cleaning machine, operation of valves to admit cleaning fluids into drum of machine, starting of the drum, allowance of the drum to rotate until articles are cleaned and removal of articles from machine, and the raining and filtering of cleaning fluid. In addition, the Dry Cleaner may operate an extractor or tumbling machine or place articles in a cabinet dryer.

#### WASHER, MACHINE

A person in this position operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.

#### MACHINE TOOL OPERATION AND REPAIR OCCUPATIONS

##### MACHINE TOOL OPERATOR

Job Description: Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined; determining proper feeds, speeds, tooling, and operation sequence or selecting those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; and making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (tool room) at the skill level called for in this classification requires extensive knowledge of machine shop and tool room practice usually acquired though considerable on-the-job training and experience.

##### TOOL AND DIE MAKER

Job Description: Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and laying out work according to models, blueprints, drawings, or other written or oral specifications; understanding the working properties of common metals and alloys; selecting appropriate materials, tools, and processes required to complete task; making necessary shop computations; setting up and operating various machine tools and related equipment; using various Tool and Die Maker's hand tools and precision measuring instruments; working to very close tolerances; heat-treating metal parts and finished tools and dies to achieve required qualities; and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and Die Maker's work requires rounded training in machine-shop and tool room practice usually acquired through

#### MATERIALS HANDLING AND PACKING OCCUPATIONS

##### FORKLIFT OPERATOR

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. High school/vocational school diploma or GED certificate, 1 year experience.

##### MATERIAL COORDINATOR

The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and

anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.

This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

#### MATERIAL EXPEDITER

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. Directs power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. Compares work ticket specifications with material at workstations to verify appropriateness of material in use. Prepares worker production records and timecards. Updates and maintains inventory records, using computer terminal.

#### MATERIAL HANDLING LABORER

Performs physical tasks to transport or store materials or merchandise. Manually loads or unloads freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations. Transports goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

High school/vocational school diploma or GED certificate, 1 year experience.

#### ORDER FILLER

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. Indicates items filled or omitted. Keeps records of outgoing orders, requisitions additional stock or reports short supplies to supervisor, and performs other related duties. High school diploma, 0-2 years' experience.

#### PRODUCTION LINE WORKER

This position refers to an employee employed in a food processing plant whose duties involve several of the following: loading and unloading commodities from rail cars, trucks, or other conveyances, placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc. The Production Line Worker monitors blending operation to ensure that finished products meets customer's requirements, monitors flow of product into appropriate container; labels container with identifying information supplied by customer, and places containers into appropriate shipping container.

Must have knowledge of various types and sizes of shipping containers and special requirements of customers.

#### SHIPPING PACKER

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers; knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates. High school diploma, 0-2 years of experience. High school/vocational school diploma or GED certificate, 1 year experience.

#### SHIPPING/RECEIVING CLERK

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non routine problems, receives specific guidance from supervisor or other officials. Directs and coordinates the activities of other workers engaged in handling goods to be shipped or being received. Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents. Insures that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles. Prepares and keeps records of goods shipped, e.g., manifests, bills of lading. Verifies the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records. Checks for damaged goods. Insures that goods are appropriately identified for routing to departments within the establishment. Prepares and keeps records of goods received. High school diploma, 0-2 years' experience. High school/vocational school diploma or GED certificate, 1 year experience.

#### STOCK CLERK (Shelf Stocker; Store Worker II)

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse, or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size, or type of material. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. Marks identifying codes, figures, or letters on articles. Distributes stock among production workers, keeping records of material issued. Makes adjustments or repairs to articles carried in stock. Cuts stock to size to fill order.

#### STORE WORKER I

Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Moves merchandise that is intended for display and resale purposes by use of non-motorized equipment. Includes the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Maintains the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. Determines display or sale requirements from existing inventory. Keeps inventory forms of merchandise stocked and merchandise returned to storage as required. Affixes labels to merchandise indicating sale price, item description, or other information. Offers customer or patron assistance with the location or selection of merchandise as required.

#### TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. Coats tools with grease or other preservative, using brush or spray gun. Attaches identification tags or engrave identifying information on tools and equipment, using electric marking tool.

#### WAREHOUSE SPECIALIST (Warehouse Worker)

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Verifies materials (or merchandise) against receiving documents, notes and reports discrepancies and obvious damages; routs materials to prescribed storage locations; stores, stacks, or palletizes materials in accordance with prescribed storage methods; rearranges and takes inventory of stored materials; examines stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Operates hand or power trucks in performing warehousing duties. Excludes workers whose primary duties involve shipping and receiving work, order filling, or operating forklifts. High school/vocational school diploma or GED certificate, 3 years' experience.

#### MECHANICS AD MAINTENANCE AND REPAIR OCCUPATIONS

##### AEROSPACE STRUCTURAL WORKER

This worker performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes.

##### AIRCRAFT MECHANIC I

The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose

malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jet Cal) tester, to locate source of malfunction. Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft. Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

#### AIRCRAFT MECHANIC II

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals.

Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

#### AIRCRAFT MECHANIC III

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation. This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required. The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft



delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

#### AIRCRAFT MECHANIC HELPER

The person assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties: adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools, removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed, assists in towing and jacking aircraft, and disconnects instruments, ignition systems, and fuel and oil lines. This mechanic assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections, performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment, cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions, assists in jacking and towing aircraft; Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun, and may assist flight line mechanic, worker, or servicer in servicing and repairing aircraft prior to flight.

#### AIRCRAFT, PAINTER

The Aircraft Painter coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from aircraft, using liquid paint remover and scraper. Smooths the surface with sandpaper and steel wool, roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface, masks and covers portions of surfaces not to be painted, and paint insignia, letters or numerals on aircraft surface, using stencils.

#### AIRCRAFT SERVICER

The Aircraft Servicer (Airport Utility Worker) services aircraft, performing any combination of the following tasks, directs incoming and outgoing aircraft near terminal or flight line parking area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign, and secures aircraft in parking position with blocks, stakes, and tie downs.

#### AIRCRAFT WORKER

The Aircraft Worker makes repairs to aircraft following orders of higher grade worker, assists in troubleshooting malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneumatic, engines, auxiliary power unit, and ventilation and heating systems, removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings, bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, This worker may supervise the jacking and towing of aircraft, makes adjustments and settings such as cable tension and seat movement settings and adjustments; obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples, may perform pre-flight, thru-flight, and post-flight maintenance inspections, enter in the maintenance records description of the work performed, and services engines and aircraft components at line station making repairs, short of overhaul required to keep aircraft in safe operating condition.

#### APPLIANCE MECHANIC

The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks

and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

#### CARPENTER, MAINTENANCE

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

#### ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Installs or repairs any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment. Works from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment. Works standard computations relating to load requirements of wiring or electrical equipment. Uses a variety of electrician's hand tools and measuring and testing instruments. Requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. High school/vocational school diploma or GED certificate.

#### ELECTRONICS TECHNICIAN, MAINTENANCE I

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher-level technician. Work is spot-checked for accuracy. High school/vocational school diploma or GED certificate, 1 year experience.

#### ELECTRONICS TECHNICIAN, MAINTENANCE II

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. Provides technical guidance to lower level technicians.

#### ELECTRONICS TECHNICIAN, MAINTENANCE III

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating waveforms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and

complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. Provides technical guidance to lower level technicians.

#### **FIRE ALARM SYSTEM MECHANIC**

The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

#### **FUEL DISTRIBUTION SYSTEM MECHANIC**

The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters. This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

#### **FUEL DISTRIBUTION SYSTEM OPERATOR**

The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and offloading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

#### **GENERAL MAINTENANCE WORKER**

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Replaces electrical receptacles, wires, switches, fixtures, and motors; uses plaster or compound to patch minor holes and cracks in walls and ceilings; repairs or replaces sinks, water coolers, and toilets; paints structures and equipment; repairs or replaces concrete floors, steps, and sidewalks; replaces damaged paneling and floor tiles; hangs doors and installs door locks; replaces broken window panes; and performs general maintenance on equipment and machinery. Excluded are craft workers included in a formal apprenticeship or progression program based on training and experience, skilled craft workers required to demonstrate proficiency in one or more trades, and workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

#### **HEATING, VENTILATION, AIR CONDITIONING MECHANIC**

The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and

condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

#### HEAVY EQUIPMENT MECHANIC

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

#### HEAVY EQUIPMENT OPERATOR

The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

#### INSTRUMENT MECHANIC

The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.

#### LABORER

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable

materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

#### LOCKSMITH

The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting 85 machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

#### MACHINERY MAINTENANCE MECHANIC

Repairs machinery or mechanical equipment. Examines machines and mechanical equipment to diagnose source of trouble. Dismantles or partly dismantles machines and performs repairs that mainly involve the use of hand tools in scraping and fitting parts. Replaces broken or defective parts with items obtained from stock. Orders the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Prepares written specifications for major repairs or for the production of parts ordered from machine shops. Reassembles machines and making all necessary adjustments for operation. Requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines. High school/vocational school diploma or GED certificate, 1 year experience.

#### MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Interprets written instructions and specifications. Performs planning and laying out of work. Uses a variety of machinist's hand tools and precision measuring instruments. Sets up and operates standard machine tools. Shapes metal parts to close tolerances. Makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. Has knowledge of the working properties of the common metals. Selects standard materials, parts, and equipment required for the work. Fits and assembles parts into mechanical equipment. Requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience. High school/vocational school diploma or GED certificate, 2 years' experience.

#### MAINTENANCE TRADES HELPER

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis. High school/vocational diploma or GED certificate, 2 years of experience.

#### METEOROLOGY TECHNICIAN I

The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair

malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.

#### METEOROLOGY TECHNICIAN II

The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements. The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.

#### METEOROLOGY TECHNICIAN III

The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. The Metrology Technician III will provide training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implement quality control plan, identify nonconformities, analyze and interpret trends; recommend corrective actions, investigate and identify root causes of problems. The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and correction charts.

#### MILLWRIGHT

The Millwright installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

#### OFFICE APPLIANCE REPAIRER

The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.

#### PAINTER, MAINTENANCE

The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

#### PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas or other types of pipe and pipefittings. Lays out work and measures to locate position of pipe from drawings or other written specifications. Cuts various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines. Threads pipe with stocks and dies, bends pipe by hand-driven or power-driven machines, assembles pipe with couplings, and fastens pipe to hangers, makes standard shop computations relating to pressures, flow, and size of pipe required. Makes standard tests to determine whether finished pipes meet specifications. Requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded. High school diploma, 2-4 years' experience. High school/vocational school diploma or GED certificate, 1 year experience.

#### PLUMBER, MAINTENANCE

Assembles, installs, and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipefittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. Welds holding fixtures to steel structural members. High school diploma, 5 years' experience.

#### PNEUDRAULIC SYSTEMS MECHANIC

The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.

## RIGGER

A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.

## SCALE MECHANIC

The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.

## SHEET-METAL WORKER, MAINTENANCE

The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker 90 requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

## TELECOMMUNICATIONS MECHANIC (Occupational Base)

The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office.

## TELECOMMUNICATIONS MECHANIC I

The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.

## TELECOMMUNICATIONS MECHANIC II

The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records,



including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.

#### WELDER, COMBINATION, MAINTENANCE

This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Note: Employees welding aircraft and ground support equipment should be classified as an Aerospace Structural Welder.

#### WELL DRILLER

This incumbent sets up and operates portable drilling rig (machine and related equipment) to drill wells, extends stabilizing jackscrews to support and level drilling rig, moves levers to control power-driven winch that raises and extends telescoping mast. This person bolts trusses and guy wires to raise mast and anchors them to machine frame and stakes, and assembles drilling tools, using hand tools or power tools. The Well Driller moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch, moves levers and pedals and turns hand wells to control reciprocating action of machine and to drive or extract well casing. This employee pumps water into well to facilitate drilling by cooling drill bit and removing drillings, listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock, moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions, and replaces drill bit with tool to collect samples of earth or rock being penetrated. This worker examines samples to determine nature of strata encountered or submits samples to laboratory for analysis, records drilling progress and geological data, and splices worn or broken cable. This incumbent may sharpen bits by heating them in forging furnace and hammering edges on anvil, build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water, retrieve lost equipment from bore holes, using specialized retrieval tools and equipment, may fabricate well casings, or restore wells to active production.

#### WOODCRAFT WORKER

The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing 92 specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortise, tenoner, molder, and shaper, to cut and shape parts from wood stock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.

#### WOODWORKER

The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.

## PERSONAL NEEDS OCCUPATIONS

### CHILD CARE ATTENDANT

This incumbent organizes and leads activities of children in nursery schools, day care centers, and similar organizations, receives children from parents, noting any special instructions parents may provide, helps children remove outer garments, prepares play materials and ensures that play areas, equipment and toys are safe and sanitary, supervises play periods, organizes and participates in games, reads to children, distributes toys and play materials, and teaches children simple painting, drawing, handwork, songs and similar activities. This worker attends to physical needs of children, assists them to develop self-help skills, and helps children to develop habits of caring for own clothing and picking up and putting away toys and books, and maintains discipline. Work includes the following: consoling upset or distressed children, directing rest periods, preparing and serving meals or snacks. The Child Care Attendant eats with children and observes food intake and needs of children, teaches table manners, and clears tables, ensures that children remain clean, and that each child leaves with parent or authorized individual. This worker may wash, dry, fold, and store bed linens, blankets and diapers.

### CHILD CARE CENTER CLERK

This incumbent performs clerical and administrative support duties in childcare center that provides dependent care and preschool programs, enrolls children in day care and preschool programs, assists parents in completing enrollment forms, receives and confirms reservations by telephone, and assigns children to rooms. This clerk ensures space is available for regular and hourly patrons, greets patrons and helps children make transition to center environment, and remains alert to detect early signs of distress, abnormal behavior, or suspected illnesses or diseases in children. This clerk keeps enrollment records, ensures that enrollment forms including immunization records are updated, as necessary, compiles hourly and daily registration reports, compiles records of children who will be present for meals and snacks, advises cook of meal requests, updates reservation records, labels children's belongings, and ensures that parents fill out daily information or medication forms, if needed. This clerk collects fees for all aspects of center operation, calculates and posts all changes to patron's accounts, and balances total with control, records, prepares and safeguards cash receipts in accordance with applicable directives, prepares daily cashier's report per office guidelines, prepares daily activity report and, as required, a consolidated activity report, keeps daily attendance report. Orders and distributes supplies, and arranges meetings. The Children Center Clerk makes appointments for director or other staff members, greets and screens callers who contact the center either in person or by telephone and answers questions concerning such matters as fees and tuition; computes staff/child ratios and advises director when additional staff is needed, maintains lounge and work area in a clean and orderly manner, and contacts parents when a child becomes ill or injured. This clerk informs parents of incidents and prepares incident reports for parents' signatures, may open center in the morning and close it at night, and may serve as Child Care Attendant.

#### CHORE AIDE

The Chore Aide provides basic housekeeping services in homes of elderly or disabled adults, cleans house, apartment, or room in accordance with instructions provided in service plan prepared by supervisor and to satisfy client to extent possible, using devices normally found in private homes, including brooms, light mops, dust cloths, vacuum sweepers, and washing machines and dryers for laundry. Specific cleaning tasks include sweeping, mopping and/or vacuuming floors, dusting furniture, wiping counter tops and stove tops, defrosting refrigerators, removing trash, and cleaning metal and porcelain bathroom fixtures. This aide makes beds and changes linens, does laundry; goes grocery shopping following a prepared grocery list, prepares meals, and runs errands.

#### FAMILY READINESS AND SUPPORT COORDINATOR

This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.

#### HOMEMAKER

The Homemaker advises family in private home in how to deal with problems, such as those concerning nutrition, cleanliness, and household utilities, advises and assists family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs. This person assists the head of household in training and disciplining children, assigns and schedules housekeeping duties to children according to their capabilities. The Homemaker also encourages parents to take interest in children's schoolwork and assists them in establishing good study habits, explains fundamental hygiene principles and renders bedside care to individuals who are ill, and trains other family members to provide required care, participates in evaluating needs of individuals served, and confers with a caseworker to plan for continuing additional services.

#### PLANT AND SYSTEM OPERATIONS OCCUPATIONS

##### BOILER TENDER

The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

##### SEWAGE PLANT OPERATOR

This incumbent operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage, monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. This worker starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes, maintains log of operations and records meter and gas readings, gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance, and may collect sewage sample, using dipper or bottle and conduct laboratory, tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.

#### STATIONARY ENGINEER

The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.

#### VENTILATION EQUIPMENT TENDER

This incumbent tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes; adjusts valves to regulate temperature of lubrication oil and flow of water through system, moves controls to regulate speed of fans, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker writes repair work order tickets and out-of-order tags preparatory to equipment repair, inspects equipment to detect excessive noise and heat, replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool, cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

#### WATER TREATMENT PLANT OPERATOR

This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water.

#### RECREATION OCCUPATIONS

##### LIFEGUARD

The Lifeguard monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.

##### PARK ATTENDANT

This incumbent assists in operation of state or national parks, monument, historic site, or recreational areas, performing a combination of clerical and other duties. This attendant greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. The Park Attendant assigns campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors,

maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. This attendant replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument.

#### RECREATION SPECIALIST

The Recreation Specialist plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.

#### STEVEDORING/LONGSHOREMEN OCCUPATIONS

##### STEVEDORE I

The Stevedore I loads and unloads ships' cargos, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, stacks cargo in transit shed or in hold of ship as directed by Header, and attaches and moves slings used to lift cargo. This worker guides load being lifted to prevent swinging and shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.

##### STEVEDORE II

The Stevedore II operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. This worker moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled.

#### MISCELLANEOUS OCCUPATIONS

##### CASHIER

Receives cash from customers or employees in payment for goods or services and records amounts received. Recomposes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. Makes credit card transactions. Required to know value and features of items for which money is received. Gives cash refunds or issue credit memorandums to customers for returned merchandise. Operates ticket-dispensing machine. Sells candy, cigarettes, gum and gift certificates, and issues trading stamps. Employed in restaurants, cafeterias, theaters, retail stores, and other establishments. High school diploma or its equivalent.

##### DESK CLERK

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps, sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard, console, telegraph, and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keeps records of room availability and guests' accounts. Computes bill, collects payment, and makes change for guests. Makes and confirms room reservations. Posts charges such as room, food, liquor, or telephone to cashbooks by hand or machine.

Makes restaurant, transportation, or entertainment reservations, and arrange for tours. Deposits guests' valuables in safe or safe-deposit box. Sells tobacco, candy, and newspapers.

#### LABORATORY ANIMAL CARETAKER I

The Laboratory Animal Caretaker I usually requires certification as an Assistant Laboratory Animal Technician. The caretaker performs the day-to-day functions of animal husbandry such as feeding, cleaning and handling laboratory animals; sanitizes the animal's room and caging, monitors environmental conditions, and maintains records. This person works under the supervision of a scientist, veterinarian, or higher level Laboratory Animal Caretaker or Facility Manager; is responsible for consistent and thorough animal care in order to ensure that experimental data is not confounded by poor animal management; reports potential animal care problems such as illness, inappropriate housing and equipment.

#### LABORATORY ANIMAL CARETAKER II

The Laboratory Animal Caretaker II requires certification as a Laboratory Animal Technician. The caretaker must be technically skilled with appropriate backgrounds in biological sciences, such as anatomy, physiology, microbiology, and pathology. Their responsibilities will encompass the Laboratory Animal Caretaker I in addition to the following: technical support, maintenance and feeding colonies, collection of raw data, supervision of Laboratory Animal Caretaker I, delegation of tasks to Laboratory Animal Caretaker I and other Laboratory Animal Caretaker II workers. Responsibilities include participation in research projects at high technical levels, primary experimental procedures, and observation and treatment of experimental animals and training. Not only are they expected to work with animal restraint devices, autoclaves for sterilization and cage washing equipment, but they must also be familiar with laboratory and surgical equipment. Laboratory Animal Caretaker II must have the full understanding of all four biohazard levels and working knowledge of levels one through three and the safety procedures involved.

#### PEST CONTROLLER

The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.

#### REFUSE COLLECTOR

The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

#### SALES CLERK

The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment, for which knowledge of the items sold is not a primary requirement. This incumbent performs the following tasks: stocks shelves, counters, or tables with merchandise, sets up advertising displays or arranges merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise; obtains merchandise requested by customer or receives merchandise selected by customer; totals price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill. This worker receives payment and makes change, occasionally calculates sales discount in determining sales slip, wraps or bags merchandise for customers, cleans shelves, counter, or tables, as necessary; may keep record of sales, prepare inventory of stock, or order merchandise; and may be designated according to product sold or type of store.

#### SURVEYING AIDE

The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction,

mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of survey, using brush hook, knife, ax, or other cutting tools.

#### SURVEYING TECHNICIAN

(Instrument Person; Surveyor Assistant, Instruments)

The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.

### SIN 736-4 INFORMATION AND ARTS

#### INFORMATION AND ARTS OCCUPATIONS

##### EXHIBITS SPECIALIST I

Job Description: At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.

##### EXHIBITS SPECIALIST II

Job Description: At this level, the Exhibits Specialist perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks their work at the completion of each phase on work that involves several processes or stages of development.

##### EXHIBITS SPECIALIST III

Job Description: At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

##### ILLUSTRATOR I

Duties require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. Copies drawings, either by tracing or freehand. Applies coloring or wash to line drawings; letters by hand or by use of templates; and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment, acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, acquires necessary

information about subject of the illustrations or applies general knowledge to the subject. High school diploma, 2-4 years' experience. Technical School degree in Illustrating, Graphic Arts or Drafting, 3 years' experience.

#### ILLUSTRATOR II

This worker usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally speaking, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. Does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations. Acquires information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated. Technical School degree in Illustrating, Graphic Arts or Drafting, 5 years' experience.

#### ILLUSTRATOR III

The projects to which this worker is assigned usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required because (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit; (b) the illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium; or (c) the method of reproduction, the use to which the illustration is to be put, or the information or artistic results desired calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment. Prepares illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment. Associates degree in Illustrating, Graphic Arts or Drafting, 7 years' experience.

#### LIBRARIAN

Maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules, and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. Compiles list of library materials according to subjects or interests. Selects, orders, catalogs, and classifies materials. Master's Degree in Library Science. High school/vocational school diploma or GED certificate, 1 year experience.

#### LIBRARY AIDE/CLERK

The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring



callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

#### LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR

The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.

#### LIBRARY TECHNICIAN

Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department. Bachelor's degree, 2-4 years' experience. High school/vocational school diploma or GED certificate, 3 years' experience.

#### MEDIA SPECIALIST I

The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

#### MEDIA SPECIALIST II

This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

#### MEDIA SPECIALIST III

The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

#### PHOTOGRAPHER I

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects

are employees who are photographed for identification, award ceremonies, interviews, banquets, or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph. Associates degree, 2-4 years' experience. High school/vocational school diploma or GED certificate, 1 year experience.

#### PHOTOGRAPHER II

Uses standard still cameras, commonly available lighting equipment, and related techniques to take photographs which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. Uses 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. Consults with supervisor or more experienced photographers when problems are anticipated. High school/vocational school diploma or GED certificate, 2 years' experience.

#### PHOTOGRAPHER III

Selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Discusses technical requirements with operating officials or supervisor and customizes treatment for each situation according to a detailed request. Varies camera processes and techniques and uses the setting and background to produce esthetics, as well as accurate and informative, pictures. Typically, standard equipment is used at this level although "specialized" photography usually is performed; may use some special-purpose equipment under closer supervision. In typical assignments, photographs: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. Works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources. High school/vocational school diploma or GED certificate, 3 years' experience.

#### PHOTOGRAPHER IV

Uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. Conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment. Improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc. Some assignments are characterized by extremes in light values and the use of complicated equipment. Sets up precise photographic measurement and

control equipment; uses high-speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. Works under guidelines and requirements of the subject-matter area to be photographed. Consults with supervisors only when dealing with highly unusual problems or altering existing equipment. High school/vocational school diploma or GED certificate, 4 years' experience.

#### PHOTOGRAPHER V

As a top technical expert, exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. Typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g., works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality. Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. Uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment. Exercises limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken. High school/vocational school diploma or GED certificate, 5 years' experience.

#### VIDEO CONFERENCE TECHNICIAN

Job Description: The Video Teleconference Technician operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.

#### INSTRUCTIONAL OCCUPATIONS

##### COMPUTER BASED TRAINING INSTRUCTOR

The Computer Based Training Instructor works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

##### EDUCATIONAL TECHNOLOGIST

The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

#### GRAPHIC ARTIST

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

#### TECHNICAL INSTRUCTOR

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

#### TECHNICAL INSTRUCTOR/COURSE DEVELOPER

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

#### TUTOR

This incumbent tutors students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may

require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.

#### TEST PROCTOR

Administers, supervises, or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for normal in-class testing because of duty conflict or health reasons. Handles, stocks, safeguards, and administers testing materials in strict compliance with applicable regulations.

#### SIN 736-5 TECHNICAL AND PROFESSIONAL SERVICES

Education Equivalency for Degrees:

2 years per year of education with degree

1 year per year of education without degree

Level I – 0 - 4 years professional experience, Bachelor's Degree or equivalent additional experience.

Level II – 2 - 5 years professional experience, Bachelor's Degree or equivalent additional experience.

Level III – 6+ year's professional experience, Bachelor's Degree or equivalent additional experience.

Level IV – 12+ years of professional experience, Bachelor's Degree or equivalent additional experience.

#### ACCOUNTANT (I-III)

Job Description: This is a professional position providing support to Senior Accountants, CPAs, or other senior accounting/financial administrators, managers, or technical specialists. May perform a broad scope of professional accounting or financial activities that require professional knowledge/experience and application of accounting principles and practices. May provide a wide range of detailed/complex accounting functions or advisory functions in accord with established accounting principles, policies, and objectives. Typical duties include, but are not limited to:

- Prepares standard or non-standard accounting reports and statements, cost/financial analyses, forecasts, or projections.
- Interprets data and identifies trends or deviations from standards.
- Identifies managers' needs for accounting information and revises or refines account structures accordingly.
- Provides solutions to problems of more junior accounting staff and recommends to management changes in accounting systems, methods, or procedures.
- Prepares and maintains detailed and complex accounting journals, ledgers, reports, and results of analyses and studies.
- Routinely monitors compliance with generally accepted accounting principles and government regulations.

#### ACCOUNTANT I

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

#### ACCOUNTANT II

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

#### ACCOUNTANT III

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting, and 6+ years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

#### ACCOUNTING TECHNICIAN

Job Description: Supports Accountants of large companies and government agencies with creating financial reports, auditing internally, and tracking financial transactions. It is important for the accounting technician to have an accurate eye for detail in the numerical entries, college education in relevant fields are strongly preferred. Specific activities vary according to the role, but common tasks include:

- assisting with the preparation of accounts;
- Managing staff payroll;
- receiving and settling invoices;
- Dealing with basic bookkeeping;
- auditing external and internal work;
- looking after all financial transactions, budgets and payroll;
- monitoring staff and company expenses;
- controlling budgets;
- accounting for resources;
- liaising with other professionals in the field;
- writing reports.

#### ANALYST (I-III)

Job Description: This is a professional position with many specializations, focused in examining and analyzing records and practices, primarily for the purpose of comparing actual performance, and assuring compliance, to a regulation, guideline, contract specification, policy, accepted professional principles/practices, or other form of "standard". The subject matter of the audit usually has accounting and/or financial background, but could originate from a technical or operational professional background as well, such as worker health and safety, operational safety, human resource requirements, or any business function not specifically excluded. A few examples of Analyst tasks are:

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance.
- Prepare detailed reports and present to management for auditing purposes.
- Make recommendations on data analyzed to Management.
- Conduct pre-implementation audits to determine if systems and programs under development will work as planned to meet design requirements.

- Examine and evaluate financial and information systems and recommend controls to enhance system reliability and data integrity.

#### ARCHEOLOGICAL TECHNICIAN I

Job Description: Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project, the Archeological Technician I performs unskilled and semi- skilled tasks at archaeological field sites. This person assists crew chief in activities associated with the excavation of project areas and found features, walks over project searching for archaeological materials such as historic and prehistoric remains, excavates, screens, back-fills excavated areas, assists in preparation of sketch maps and forms, and field photography, conducts simple surveys using compass, topographical map and aerial photographs. This worker determines the exact locations of sites and marks them on maps and/or aerial photographs, records information on archeological site survey form and prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

#### ARCHEOLOGICAL TECHNICIAN II

Job Description: Under the general supervision of field director/project, this archaeologist, performs skilled tasks, conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples, walk over, and shovel testing, catalogs, packages and labels archaeological artifacts, maintains field equipment and supplies, and conducts inventories of cultural resources in areas of proposed projects. This incumbent researches reference material such as state and national register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas, performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains.

This technician identifies and records historic and prehistoric cultural resource sites prepares Archeological Reconnaissance Reports (AARF's) and maps, and ensures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. This technician maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board, reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met, and advises other employees on methods of cultural resource inventory. This worker also provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

#### ARCHEOLOGICAL TECHNICIAN III

Job Description: This incumbent serves as lead archeological technician, under the general supervision of field director/project archaeologist, and performs skilled tasks at archaeological field sites; conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples and shovel testing, packages and labels archaeological artifacts, and maintains field equipment and supplies.

This technician conducts inventories of forest cultural resources in areas of proposed forest service projects, researches reference materials such as state and national register files, historic documents, and archeological remains. Identifies and records historic and prehistoric cultural resource sites, and prepares Archeological Reconnaissance Reports (AAR's) and maps. The incumbent ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures, maintains the Archeological Reconnaissance schedule by estimating and reporting an expected time of completion of each project. This worker updates the project planning board, and reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met.

This technician advises other employees on methods of cultural resource inventory, provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities, and provides site recording and implements field data strategies. This technician also provides leadership to at least three lower graded Archeological Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader, this technician assures the work assignments of employees are carried out, assigns tasks, monitors status, and assures timely accomplishment of workload, instructs employees in special tasks and job techniques, checks work in progress and amends or rejects work not meeting established standards, and reports employee performance, progress, etc., to supervisor.

#### AUDITOR (I-III)

Job Description: Accountant/Accounting background professional, responsible mainly for verifying a person or company's financial records. He/she conducts research, check bookkeeping and analyze records to determine if a company's records are accurate with its declared present financial situation. Typically supports a senior auditing manager or works with a team of specialists, but may work independently to conduct audits of a broad nature. A few examples of Auditing Specialist tasks are:

- Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws.
- Collect and compare data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance.
- Prepare detailed reports and present to management audit results and recommendations for improvement.
- Conduct pre-implementation audits to determine if systems and programs under development will work as planned to meet design requirements.

#### CARTOGRAPHIC TECHNICIAN

Provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. Performs any or a combination of duties such as collecting, evaluating and selecting source materials; compiling information from source materials and developing a plan for using the information in accordance with product specifications; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric techniques and equipment; using drafting tools and automated equipment to make maps and charts; assembling aerial photographs into mosaics; and reviewing and editing map and chart manuscripts.

#### CIVIL ENGINEERING TECHNICIAN

Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator. High school diploma, 0-5 years' experience.

#### CONSULTANT I-III

Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's



concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level technical/administrative professional with at 0 to 20 + years' experience and a minimum BS/BA degree. Experienced in senior executive level management and leadership ability.

#### CONSULTANT I

Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level technical/administrative professional with at least 8 years' experience and a Master's degree. Experienced in senior executive level management and leadership ability.

#### CONSULTANT II

Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level Technical/administrative professional with at least 4 years' experience and Bachelor's Degree. Experienced in executive level management and leadership.

#### CONSULTANT III

Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level technical/administrative professional with at least 8 years' experience and a Master's degree. Experienced in senior executive level management and leadership ability.

#### CONSULTANT IV

Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level technical/administrative professional with at least 8 years' experience and a Master's degree. Experienced in senior executive level management and leadership ability.

#### CONTRACT ADMINISTRATOR

Job Description: This is a professional position involving support to contracting officers, contract managers, and other senior contracting professionals. May involve individual or team efforts. Contract

Administrator may perform a broad range of contract actions, analysis, review, coordination, and other responsibilities associated with bidding, awarding and documenting, administering and evaluating contracts for goods or services. Examples of duties include:

- Coordinate and maintains contracts.
- Monitor and review contract performance and compliance with terms.
- Prepare contract modifications.
- Participate in and support contract negotiations.
- Review and evaluate contract disputes.
- Coordinate with other contracts professionals within and across agencies.
- Interact with legal, audit, or other representatives to assure consistent interpretation of contract requirements.

Assist in compiling and preparing bid documents, bidders' lists, inquiry preparations, requests for bids/quotes, contract awards, etc.

#### CONTRACT ADMINISTRATOR, SENIOR

Job Description: Seasoned professional with all the experience requirements of a Contract Administrator, in addition, the ability to supervise and manage other Contract Administrators, extensive experience with large purchasing requirements.

#### CONTRACT SPECIALIST

Job Description: Negotiates with suppliers to draw up procurement contracts:

Negotiates, administers, extends, terminates, and renegotiates contracts. Formulates and coordinates procurement proposals. Directs and coordinates activities of workers engaged in formulating bid proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Approves or rejects requests for deviations from contract specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. Analyzes price proposals, financial reports, and other data to determine reasonableness of prices. May negotiate collective bargaining agreements. May serve as liaison officer to ensure fulfillment of obligations by contractors.

#### DRAFTER/CAD OPERATOR (Occupational Base)

The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

Excluded are:

- a. Designers using technical knowledge and judgment to conceive, plan, or modify designs;
- b. Illustrators or graphic artists using artistic ability to prepare illustrations;
- c. Office drafters preparing charts, diagrams, and room arrangements to depict statistical and administrative data;
- d. Cartographers preparing maps and charts primarily using a technical knowledge of cartography;
- e. Positions below level I; workers in these trainee positions either trace or copy finished drawings under close supervision or, receive instruction in the elementary methods and techniques of drafting; and
- f. Supervisors.

Positions are classified into levels based on the following definitions.

#### DRAFTER/CAD OPERATOR I

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

- a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes.
- d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.
- e. Preparing a computer model of a room, building, and structure from data, prints, and photos.

#### DRAFTER/CAD OPERATOR II

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

- a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.
- b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

#### DRAFTER/CAD OPERATOR III

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities,

dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.

b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

#### DRAFTER/CAD OPERATOR IV

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

#### ENGINEER (I-III)

Job Description: This is a professional position involving engineering and technical support for design, development, fabrication, installation, analysis, testing, and evaluation of systems. It includes: traditional engineering specialties such as mechanical, electrical, electronic, and civil engineering; environmental engineering specialties, such as geotechnical and hydrological engineering; and other engineering and technical specialty areas, such as industrial engineering, human factors engineering (ergonomics), heat transfer, fluid mechanics, system safety engineering, etc. The engineering specialist usually has experience and knowledge in a relatively narrow area, and works in support of or as a part of a major project team, but may also be responsible for a total project of more moderate scope.

#### ENGINEERING TECHNICIAN I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering

data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs. High School/Vocational School diploma or GED Certificate.

#### ENGINEERING TECHNICIAN II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non routine work may also be reviewed in progress. Following specific instructions, assembles or constructs simple or standard equipment or parts; services or repairs simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts, and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form. High School/Vocational School diploma or GED Certificate, 1 year experience.

#### ENGINEERING TECHNICIAN III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Constructs components, subunits, or simple models or adapts standard equipment. Troubleshoots and corrects malfunctions. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Technical school diploma, 3 years' experience.

#### ENGINEERING TECHNICIAN IV

Performs non routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. Plans such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). Assisted by lower level technicians and has frequent contact with professionals and others within the establishment. Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings, and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and Records and evaluates data and reports findings. Technical school diploma, 4 years' experience.

#### ENGINEERING TECHNICIAN V

Performs non routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. Trains and is assisted by lower level technicians. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. From general guidelines and specifications, develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. Checks and analyzes drawings or equipment to determine adequacy of drawings and design. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations. Technical school diploma, 5 years' experience.

#### ENGINEERING TECHNICIAN VI

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Alternatively, serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. Supervises or trains and is assisted by lower level technicians. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid-state devices for instrumentation equipment). Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. Advises equipment users on redesign to solve unique operational deficiencies. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment. Technical school diploma, 5 years' experience.

#### ENVIRONMENTAL TECHNICIAN

Job Description: Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to

determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

#### HUMAN RESOURCES SPECIALIST

Provides establishment personnel assistance in identifying, evaluating, and resolving human relations and work performance problems within establishment to facilitate communication and improve employee human relations skills and work performance. Talks informally with establishment personnel and attends meetings of managers, supervisors, and work units to facilitate effective interpersonal communication among participants and to ascertain human relations and work related problems that adversely affect employee morale and establishment productivity. A combination of over two years of directly related training and/or experience is typically required for carrying out the responsibilities for this job. Evaluates human relations and work-related problems and meets with supervisors and managers to determine effective remediation techniques, such as job skill training or personal intervention, to resolve human relations issues among personnel. Develops and conducts training to instruct establishment managers, supervisors, and workers in human relations skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and effective group interaction skills. Schedules individuals for technical job-related skills training to improve individual work performance. May participate in resolving labor relations issues. May assist in screening applicants for establishment training programs. May write employee newsletter. May operate audiovisual equipment to review or for giving presentations for training program.

#### HUMAN RESOURCES MANAGER

Oversees in a managerial role professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Level of responsibility typically requires a degree in Human Resources.: Carries out administrative work involving the human resources functions and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems. May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies. May conduct research to determine the effectiveness of personnel programs and policies. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. May have lead or professional responsibilities over lower level support and clerical personnel. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed.

#### HUMAN RESOURCES ADVISOR

Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Level of responsibility typically requires a degree in Human Resources.: Carries out administrative work involving the human resources functions and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems.

May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies. May conduct research to determine the effectiveness of personnel programs and policies. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. May have lead or professional responsibilities over lower level support and clerical personnel. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed.

#### INFORMATION TECHNOLOGY (IT) ENGINEER (I-III)

Job Description: Typically under the direction of an IT/Network Manager, this professional will design, implement, and troubleshoot computer networks, servers, applications, and individual hardware/stations. The engineer will perform some system administration tasks, and depending on skill level will be capable of handling up to high-level network related duties such as network architecture, network design, choosing of network devices, and network policies.

Level I positions typically require certification and/or demonstrated expert knowledge of relevant operating systems. Levels 2 and 3 demand relevant certifications, with degrees in addition to the certifications preferred.

#### LABORATORY TECHNICIAN

Job Description: The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process.

Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications, and examines materials, using microscope.

The Laboratory Technician (Laboratory Tester) records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

#### PARALEGAL/LEGAL ASSISTANT I

Work is performed under close supervision, with required assistance readily available. Consults prescribed sources of information for facts relating to matters of interest to the program. Reviews documents to extract selected data and information relating to specific items. Reviews and summarizes information in prescribed format on case precedent and decisions. Searches and extracts legal references in libraries and computer-data banks. Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information. Associate's degree, 0-2 years.



#### PARALEGAL/LEGAL ASSISTANT II

Exercises more independent judgment than at the level I position. Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Interviews potential witnesses and prepares summary interview reports for the attorney's review. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits non legal memoranda, research reports and correspondence relating to cases. Associate's degree, 2-5 years' experience.

#### PARALEGAL/LEGAL ASSISTANT III

Participates in the substantive development of cases. Analyzes and evaluates case files against litigation worthiness standards. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity. Interviews relevant personnel and potential witnesses to gather information. Reviews and analyzes relevant statistics. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation. Consults with statistical experts on reliability evaluations. Testifies in court concerning relevant data. Bachelor's degree, 5-8 years' experience.

#### PARALEGAL/LEGAL ASSISTANT IV

Assists in the evaluation, development and litigation of cases. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems. Interviews potential witnesses for information and prepares witnesses for court appearances. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files. Appears in court as a witness to testify concerning exhibits prepared supporting plaintiff's case as necessary. Bachelor's degree, 8 years of experience.

#### PHOTO-OPTICS TECHNICIAN

Job Description: The Photo-Optics Technician sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects, operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams, operates test equipment and performs analysis of data for engineering and scientific personnel. The Photo-Optic

Technician may install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations, may evaluate adequacy of data obtained to determine need for future changes in instrumentation, and may modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

#### PROGRAM MANAGER (I-III)

Job Description: Senior Manager involving supervision of several individual projects needed to accomplish the program goals. Individual will look for relationships among the individual projects and at what they are producing to understand how they are or are not helping accomplish the program goals. Typical duties include:

- Participating in all programs that deal with career development planning and performance evaluation.
- Assessing training needs and selecting training tools for team members.
- Reviewing evaluations.
- Recognizing areas for internal improvement and developing plans for implementing them.
- Complying and enforcing standard company policies and procedures.
- Lending expertise to internal teams and task forces.
- Reviewing the status reports of team members across projects and addressing issues as being appropriate.

#### PROJECT MANAGER (I-III)

Job Description: Management level support, typically a degreed professional with years of professional supervisory experience. Thoroughly understands the requirements of the job, and typically has unique input into the project. Areas of support will typically include:

- Project Accounting
- Financial oversight and management
- Business Development
- Communication
- Leadership

Day-to-day responsibilities will typically include:

- Creating and executing project work plans and revising plans as appropriate to meet changing needs and requirements.
- Identifying resources needed and assigning individual responsibilities.
- Managing day-to-day operational aspects of a project and scope.
- Reviewing deliverables prepared by team before passing to client.
- Effectively applying methodology and enforcing project standards.
- Preparing for engagement reviews and quality assurance procedures.
- Minimizing exposure and risk on project.
- Ensuring project documents are complete, current, and stored appropriately.

#### QUALITY ASSURANCE SPECIALIST (I-III)

Job Description: This is a professional position providing specialized knowledge of quality control/ quality assurance principles and methods in support of procurement, engineering, financial or any of numerous government functions. Usually specializes in, and has technical knowledge and experience in, one or more functional area in addition to thorough knowledge of Quality field. Quality Assurance Specialist develops and implements quality assurance standards, processes, and controls. Develops methods for inspection, testing, sampling, and training. Collects data, performs various statistical analyses, and recommends improvements. Provides support for audits and compliance reviews. May assist in developing quality assurance policies and procedures.

### SCIENTIST (I-III)

Job Description: Educated, degreed professional having expert knowledge on one or more sciences, especially a natural or physical science. Typically involved in research (investigative and applied) from a basic to advanced level. Job Tasks typically include:

- planning and conducting experiments and analyzing or interpreting the results;
- keeping accurate records of work undertaken;
- using specialist computer software to analyze data and to produce diagrammatic representation of results;
- Teaching and supervising students (in higher education);
- Writing and submitting applications and progress reports to funding bodies that support medical research (outside industry);
- discussing research progress with other departments, e.g. production and marketing (in industry);
- Constantly considering the profit/loss potential of research products (in industry);
- setting up collaborations between industry, research institutes, and academia.

NOTE: Scientist III – Contains all the skills of a scientist (I-II), in addition, has supervisory, engineering experience. Typically a Subject Matter Expert in a specific scientific field with unique ability and/or knowledge for a specific requirement.

### TECHNICAL WRITER (Occupational Base)

Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

#### TECHNICAL WRITER I

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

#### TECHNICAL WRITER II

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints,

sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

### TECHNICAL WRITER III

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.